



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

MEMORANDUM
#01-05

TO: All Department and School Fiscal Officers
FROM: Valencia L. Beaty, Executive Assistant *VLB*
DATE: December 6, 2000
SUBJECT: Verizon Wireless
Office Depot

The account number for Verizon Wireless is a 16-digit number. As you may be aware, the accounting system (DFMS) can only process a 15-digit invoice number in the "VENDOR INVOICE" fields of the payment voucher (PV). Therefore, please use Verizon Wireless' 10-digit invoice number when paying your bill. This will ensure accurate posting of the check to the correct account number.

Similarly, Office Depot has been experiencing difficulty in applying State vendor checks to account balances. When paying Office Depot, please enter the 8-digit invoice number on the payment voucher field marked "VENDOR INVOICE." This will ensure proper credit to the correct account.

Thank you for your cooperation with Verizon Wireless. After sending the previous memorandum to you, Mr. Sharo (Verizon Wireless) has been able to clear up a large number of State accounts (see "*Temporary Address Change for Verizon Wireless*," November 8, 2000).